

NASA - John F. Kennedy Space Center

Affirmative Procurement Plan

Prepared by

**Kennedy Space Center
Environmental Program Branch**

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KENNEDY SPACE CENTER AFFIRMATIVE PROCUREMENT PROGRAM

I. PURPOSE:

Section 6002 of the Resources Conservation and Recovery Act (RCRA) and Executive Order 13101 “*Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*,” direct federal agencies to purchase recycled content products whenever possible. In response to the RCRA and the Executive Order, U.S. Environmental Protection Agency developed the Comprehensive Procurement Guideline (CPG). The CPG designates recycled products in eight product categories for which federal procuring agencies need to develop their affirmative procurement programs. The eight product categories are: 1) Paper and paper products, 2) Vehicular products, 3) Construction products, 4) Landscaping products, 5) Transportation products, 6) Park and recreation products, 7) Non-paper products, and 8) Miscellaneous.

In response to the above requirements, NASA developed document “*NPR 8530.1A, Affirmative Procurement Program and Plan for Environmentally Preferable Products*”. Document was developed, cooperatively, by a team of environmental program and procurement office representatives from each of the NASA Centers and NASA Headquarters. This document was created to provide a consistent set of terms and definitions and to set an Agency-wide direction. Each NASA Center and Component Facility is unique in character and function. Therefore, this document is not intended to direct implementation methods, which will vary according to circumstance, but to be the floor upon which they are built and point to other resources and tools for the successful integration and implementation of Affirmative Procurement at the Center, Component Facilities.

II. RESPONSIBILITY:

The Center Operations Directorate (TA) is responsible for establishment of an Affirmative Procurement Program and the appointment of an Affirmative Procurement Program Manager to initiate and coordinate the Affirmative Procurement Program across all KSC organizations. The Affirmative Procurement Program Manager exists within the Environmental Program Branch (TA-C3) of the Medical and Environmental Division (TA-C). The Affirmative Procurement Program Manager will administer the Affirmative Procurement Program as required in the NPR 8530.1A, *Affirmative Procurement Program and Plan for Environmentally Preferable Products*.

The Affirmative Procurement Program Manager is responsible for: 1) implementing an awareness program to promote Affirmative Procurement through a working group such as the Environmental Working Group or the Affirmative Procurement Working Group, 2) advising the request originators and contracting officers on acquisition strategies for environmentally preferable products and services, including any updates to the list of EPA’s designated items, 3) providing the request originators and the Contracting Officers with the EPA designated list of guideline items, 4) reviewing and approving the Request for Waiver documentation (if

required) and participating in Life Cycle Cost and Life Cycle Analysis (LCC and LCA) activities as appropriate, and 5) compiling the Center's annual Affirmative Procurement report to the Agency Environmental Executive.

The Affirmative Procurement Working Group will be chartered under the Chief of the Medical and Environmental Division and chaired by the Affirmative Procurement Program Manager. Membership consists of appointed representatives from each KSC organization and their contractors. Each member of the working group is responsible for establishing organizational controls and procedures necessary to provide compliance with the provisions of the Affirmative Procurement Program.

Contracting Officers, in consultation with the Affirmative Procurement Program Manager and the request originator are responsible for: 1) providing guidance and facilitating acquisition planning with respect to environmentally preferable goods and services, including those available through federal sources of supply, 2) assisting in any market research necessary to determine the availability of environmentally preferable goods and services, 3) ensuring that solicitations and contracts contain the appropriate provisions and FAR clauses to implement Affirmative Procurement.

III. SCOPE:

The Affirmative Procurement Program Manager will provide information and documents to the Affirmative Procurement Working Group at the meeting. Information and documents will include the NPR 8830 and a list of the eight EPA's designated products categories and their possible sources.

The Affirmative Procurement Program Manager will work closely with the KSC Procurement Office and Contracting Officers to provide language requirements for modifying existing contracts and create requirements for new contracts.

It is incumbent on the request originator to insure that the goods or services being procured either comply with the EPA's designated list of guideline items, or as appropriate promotes the use of environmentally preferable products or services. If there are none, or if the product suggests a waiver may be in order, follow the **Request for Waiver** Process in Section 3.2.3 of NPR 8530.1A. The process may involve market research to ascertain the availability of an environmentally sound product or service that meets Center needs or a more detailed analysis of the environmental performance of a product or service; such as life cycle cost analysis. The level of review and documentation is dependent upon a variety of factors commensurate with the product or services intended use.

IV. DATA REPORTING:

The annual RCRA Section 6002 data for KSC Affirmative Procurement Program are reported in the NASA Environmental Tracking System (NETS) by the end of February every year. NETS is an automated

application and database supporting: a) Mandatory NASA agency environmental reporting; b) NASA Agency wide performance metrics; and c) Environmental Functional Management.

Designated KSC employees who need to input the annual KSC Affirmative Procurement data into NETS are required to have a USER ID and Password to access the NETS system. Those designated employees should also be familiar with the NETS Guide: Recycling and Affirmative Procurement. Below is the CPG items that were purchased by KSC in 2004:

KSC RAP - CPG Items For CY 2004

	Total Quantity Purchased	Quantity Purchased with Recovered Material Content	Units	Total Amount Purchased	Amount Purchased Containing Recovered Materials
Kennedy Space Center	47,015,260	47,015,260		\$252,447	\$252,447
Paper and Paper Products	47,015,260	47,015,260	n/a	\$252,447	\$252,447
KSC Base Operations	428,385	380,655		\$8,951,183	\$8,193,269
Binders (chipboard and plastic covered, not cloth)	8,125	2,229	n/a	\$37,817	\$6,398
Building Insulation Products	22	22	n/a	\$531	\$531
Cement	2,575	1,650	cubic yds	\$12,312	\$5,672
Concrete	8,933	8,933	cubic yds	\$161,768	\$161,768
Engine Coolants	210	55	gals	\$3,108	\$220
Latex Paints	23	0	n/a	\$1,827	\$0
Motor Vehicle Tires	4	0	units	\$240	\$0
Office R/ W Containers (plastic, paper or steel)	308	25	n/a	\$2,262	\$1,499
Paper and Paper Products	400,338	362,989	n/a	\$8,495,989	\$7,878,694
Plastic Clipboards	92	71	each	\$604	\$526
Plastic Desktop Accessories	1,099	114	n/a	\$12,678	\$834
Plastic File Folders	10	0	each	\$44	\$0
Plastic Trash Bags	1,140	968	n/a	\$20,335	\$17,455
Re-Refined Oil	3,113	1,745	gals	\$19,061	\$5,540
Sorbents (Adsorbents and Absorbents)	436	396	n/a	\$4,249	\$2,269
Toner Cartridges	1,942	1,443	each	\$177,717	\$111,223
Traffic Cone	15	15	each	\$641	\$641
KSC Life Science	1,200	0		\$675	\$250
Commercial Sanitary Tissue Products	100	0	each	\$100	\$100
Paper and Paper Products	100	0	n/a	\$250	\$50
Plastic Trash Bags	1,000	0	n/a	\$100	\$100
KSC Payloads/Station Program	10	0		\$187,509	\$180,115
Industrial Drums	0	0	n/a	\$3,583	\$2,033
Mats	0	0	n/a	\$248	\$248
Motor Vehicle Tires	10	0	units	\$1,109	\$0
Office R/ W Containers (plastic, paper or steel)	0	0	n/a	\$406	\$406
Paper and Paper Products	0	0	n/a	\$42,567	\$41,383
Plastic File Folders	0	0	each	\$5,892	\$5,892
Plastic Trash Bags	0	0	n/a	\$2,139	\$1,477
Re-Refined Oil	0	0	gals	\$1,355	\$426

Shower & restroom dividers/partitions	0	0	each	\$104,000	\$104,000
Signage	0	0	each	\$769	\$0
Sorbents (Adsorbents and Absorbents)	0	0	n/a	\$205	\$205
Toner Cartridges	0	0	each	\$25,237	\$24,043
KSC Shuttle Program	12,265	5,869		\$807,911	\$587,448
Binders (chipboard and plastic covered, not cloth)	0	0	n/a	\$40,185	\$4,951
Commercial Sanitary Tissue Products	0	0	each	\$2,717	\$2,717
Concrete	84	84	cubic yds	\$353	\$353
Engine Coolants	485	485	gals	\$4,083	\$4,083
Industrial Drums	1,863	1,863	n/a	\$85,763	\$85,763
Latex Paints	128	128	n/a	\$2,349	\$2,349
Motor Vehicle Tires	16	0	units	\$4,343	\$0
Pallet	3,600	0	each	\$55,620	\$0
Paper and Paper Products	0	0	n/a	\$372,558	\$304,742
Plastic Desktop Accessories	0	0	n/a	\$15,504	\$902
Plastic Trash Bags	0	0	n/a	\$1,223	\$1,223
Re-Refined Oil	2,509	0	gals	\$14,273	\$0
Sorbents (Adsorbents and Absorbents)	0	0	n/a	\$9,452	\$9,452
Strapping	756	756	n/a	\$1,883	\$1,883
Toner Cartridges	2,824	2,553	each	\$197,606	\$169,030
KSC Visitor Center	14,817	13,140		\$162,586	\$103,483
Commercial Sanitary Tissue Products	2,715	2,715	each	\$75,150	\$75,150
Engine Coolants	171	0	gals	\$21,725	\$0
Motor Vehicle Tires	360	177	units	\$34,001	\$24,140
Paper and Paper Products	9,530	9,530	n/a	\$0	\$0
Plastic Trash Bags	769	25	n/a	\$13,750	\$803
Signage	710	693	each	\$5,190	\$3,390
Sorbents (Adsorbents and Absorbents)	200	0	n/a	\$744	\$0
Toner Cartridges	362	0	each	\$12,026	\$0

Construction Products Category (13)	Material	Percentage of Postconsumer Materials	Percentage of Total Recovered Materials
Building Insulation Product <ul style="list-style-type: none"> – Rock Wool Insulation – Fiberglass Insulation – Cellulose Insulation (loose-fill and spray-on) – Perlite Composite Board Insulation – Plastic Rigid Foam, Polyisocyanurate – Polyurethane: Rigid Foam Insulation – Foam-in-Place Insulation – Glass Fiber Reinforced Insulation – Phenolic Rigid Foam Insulation 	Slag Glass cullet Postconsumer paper Postconsumer paper Recovered material Recovered material Recovered material Recovered material	--- --- 75 23 --- --- --- ---	75 20-25 75 23 9 5 6 5
Carpet (Polyester Fiber Face)	Polyethylene terephthalate (PET) Resin	25-100	25-100
Carpet Cushion <ul style="list-style-type: none"> – Bonded Polyurethane – Jute – Synthetic Fibers – Rubber 	Old carpet cushion Burlap Carpet fabrication scrap Tire rubber	15-50 40 --- 60-90	15-50 40 100 60-90
Cement and Concrete containing Coal Fly Ash	(1)	(1)	(1)
Cement and Concrete containing Ground Granulated Blast Furnace Slag	(1)	(1)	(1)
Latex Paint <ul style="list-style-type: none"> – Consolidated – Reprocessed – White, Off-White, Pastel Colors – Grey, Brown, Earthtones, and Other Dark Colors 	Recovered material Recovered material Recovered material	100 20 50-99	100 20 50-99
Floor Tiles	Rubber Plastic	90-100 ---	--- 90-100
Flowable Fill	(2)	(2)	(2)
Laminated Paperboard	Postconsumer paper	100	100
Patio Blocks	Rubber or Rubber blends Plastic or Plastic blends	90-100 ---	--- 90-100
Railroad Grade Crossing Surfaces <ul style="list-style-type: none"> – Concrete – Rubber – Steel (BOF Process) – Steel (EAF Process) 	Coal fly ash Tire rubber Steel (BOF) Steel (EAF)	--- --- 16 67	15-20 85-95 25-30 100
Shower and Restroom Dividers and Partitions	Plastic Steel (BOF Process) Steel (EAF Process)	20-100 16 67	20-100 25-30 100
Structural Fiberboard	Recovered materials	---	80-100

- (1) Due to variations in coal fly ash, GGBF slag, cement, strength requirements, costs, and construction practices, EPA is not recommending recovered materials content levels for cement or concrete containing coal fly ash or GGBF slag. EPA is, however, providing the following information about recovered materials content:
- Replacement rates of coal fly ash for cement in the production of blended cement generally do not exceed 20 to 30 percent, although coal fly ash blended cements may range from 0 to 40 percent coal fly ash by weight, according to

American Society for Testing and Materials (ASTM) C 595, for cement Types IP and I(PM). Fifteen percent is a more accepted rate when coal fly ash is used as a partial cement replacement as an admixture in concrete.

- According to ASTM C 595, GGBF slag can replace up to 70 percent of the Portland cement in some concrete mixtures. Most GGBF slag concrete mixtures contain between 25 and 50 percent GGBF slag by weight. EPA recommends that procuring agencies refer, at a minimum, to ASTM C 595 for the GGBF slag content appropriate for the intended use of the cement and concrete.
- (2) Flowable fill is commonly used as an economical fill or backfill in road construction. It is usually a mixture of coal fly ash, water, a coarse aggregate (such as sand), and portland cement. Flowable fill can take the place of concrete, compacted soils, or sand commonly used to fill around pipes or void areas. Other applications include filling in bridge abutments, foundation subbases, or abandoned manholes and wells. Flowable fill can help put significant quantities of coal fly ash and spent foundry sand, two types of recovered materials, back to good use.
- EPA recommends that procuring agencies use flowable fill containing coal fly ash and/or ferrous foundry sands for backfill and other fill applications. Specific content levels will depend on the specifics of the job, including the type of coal fly ash (Class C or Class F) or foundry sand used, strength, set time, flowability needed, bleeding, and shrinkage.
- (3) EPA recommends that procuring agencies use ACI229R-94 and the American Society for Testing and Materials (ASTM) standards when purchasing flowable fill or contracting for construction that involves backfilling or other fill applications.

Landscaping Products Category (6)	Recovered Material Content Recommendations
Food Waste Compost	Purchase or use compost made from food wastes for application such as landscaping, seeding of grass or other plants, as nutritious mulch under trees and shrubs, and in erosion control and soil reclamation. EPA further recommends implementing a composting system for these materials when agencies have an adequate volume and sufficient space.
Garden Hoses (2) Rubber and/or Plastic	60 – 65% (postconsumer)
Soaker Hoses (2) Rubber and/or Plastic	60 – 70% (postconsumer)
Hydraulic Mulch (2) Paper (3) Wood/Paper	100% (postconsumer) 100% (total)
Lawn and Garden Edging – Rubber and/or Plastic	30 – 100% (postconsumer) / 30 – 100% (total)
Lumber Landscaping Timbers and Posts – HDPE – Mixed Plastics/Sawdust – HDPE/Fiberglass – Other Mixed Resins	25 – 100% (postconsumer) / 75 – 100% (total) 50% (postconsumer) / 100% (total) 75% (postconsumer) / 95% (total) 50 – 100% (postconsumer) / 95 – 100% (total)
Yard Trimmings Compost	Purchase or use compost made from yard trimmings, leaves, grass clippings for application such as landscaping, seeding of grass or other plants, as nutritious mulch under trees and shrubs, and in erosion control and soil reclamation. EPA further recommends implementing a composting system for these materials when agencies have an adequate volume and sufficient space.

Nonpaper Office Products Category (13)	Recovered Material Content Recommendations
Binders <ul style="list-style-type: none"> – Plastic-Covered – Paper-Covered – Pressboard 	25 – 50% 75 – 100% (postconsumer) / 90 – 100% (total) 20% (postconsumer) / 50% (total)
Office Recycling Containers <ul style="list-style-type: none"> – Plastic – Steel – Paper – Corrugated – Solid Fiber Boxes – Industrial Paperboard 	20 – 100% (postconsumer) 16% (postconsumer) / 25 – 30% (total) 25 – 50% (postconsumer) / 25 – 50% (total) 40% (postconsumer) 40 – 80% (postconsumer) / 100% (total)
Office Waste Receptacles <ul style="list-style-type: none"> – Plastic – Steel – Paper – Corrugated – Solid Fiber Boxes – Industrial Paperboard 	20 – 100% (postconsumer) 16% (postconsumer) / 25 – 30% (total) 25 – 50% (postconsumer) / 25 – 50% (total) 40% (postconsumer) 40 – 80% (postconsumer) / 100% (total)
Solid Plastic Binders <ul style="list-style-type: none"> – HDPE – PE – PET – Misc. Plastics 	90% (postconsumer) / 90% (total) 30 – 50% (postconsumer) / 30 – 50% (total) 100% (postconsumer) / 100% (total) 80% (postconsumer) / 80% (total)
Plastic Clipboards <ul style="list-style-type: none"> – HDPE – PS – Misc. Plastics 	90% (postconsumer) / 90% (total) 50% (postconsumer) / 50% (total) 15% (postconsumer) / 15 – 80% (total)
Plastic File Folders <ul style="list-style-type: none"> – HDPE 	90% (postconsumer) / 90% (total)
Plastic Clip Portfolios <ul style="list-style-type: none"> – HDPE 	90% (postconsumer) / 90% (total)
Plastic Presentation Folders <ul style="list-style-type: none"> – HDPE 	90% (postconsumer) / 90% (total)
Plastic Desktop Accessories (polystyrene) <ul style="list-style-type: none"> – Including desk organizers, sorters, trays, memo, note and pencil holders 	25 – 80% (postconsumer)
Plastic Envelopes	25% (postconsumer) / 25 – 35% (total)
Plastic Trash Bags	10 – 100% (postconsumer)
Printer Ribbons	Procure printer ribbon reinking or relocating services or procure reinked or reloaded printer ribbons
Toner Cartridges	Return used toner cartridges for remanufacturing and reuse or purchase a remanufactured or recycled-content replacement cartridge

Paper & Paper Products Category	Notes	Recovered Content (%)	Postconsumer Content (%)
Printing and Writing Papers			
– Reprographic	– Business papers such as bond, electrostatics, copy, mimeo, duplicator, and reproduction	30	30
– Offset	– Used for book publishing, commercial printing, direct mail, technical documents, and manuals	30	30
– Tablet	– Office paper such as note pads and notebooks	30	30
– Forms bond	– Bond type papers used for business forms such as continuous, cash register, sales book, unit sets, and computer printout, excluding carbonless	30	30
– Envelope	– Wove	30	30
	– Kraft, white and colored (including manila)	10 – 20	10 – 20
	– Kraft, unbleached	---	---
	– Excludes custom envelopes		
– Cotton fiber	– High-quality papers used for stationery, invitations, currency, ledgers, maps, and other specialty items	30	30
– Text and cover	– Premium papers used for cover stock, books, and stationery and matching envelopes	30	30
– Supercalendered	– Groundwood paper used for advertising and mail order inserts, catalogs, and some magazines	10	10
– Machine finished groundwood	– Groundwood paper used in magazine and catalogs	10	10
– Papeteries	– Used for invitations and greeting cards	30	30
– Check safety	– Used in the manufacturers of commercial and government checks	10	10
– Coated	– Used for annual reports, posters, brochures and magazines. Have gloss, dull, or matte finishes	10	10
– Carbonless	– Used for multiple-impact copy forms	30	30
– File folders	– Manila or colored	30	30
– Dyed filing products	– Used for multicolored hanging folders or wallet files	20 – 50	20
– Index and card stock	– Used for index cards and postcards	50	20
– Pressboard	– High-strength paperboard used in binders and report covers	50	20
– Tags and tickets	– Used for toll and lottery tickets, licenses, and identification and tabulating cards	20 – 50	20
Newsprint	Groundwood paper used in newspapers	20 – 100	20 – 85
Commercial Sanitary Tissue Products			

– Bathroom tissue	– Used in rolls or sheets	20 – 100	20 – 60
– Paper towels	– Used in rolls or sheets	40 – 100	40 – 60
– Paper napkins	– Used in food service applications	30 – 100	30 – 60
– Facial tissue	– Used for personal care	10 – 100	10 – 15
– General-purpose industrial wipers	– Used in cleaning and wiping applications	40 – 100	40
Paperboard and Packaging Products			
– Corrugated containers	– Used for packaging and shipping a variety of goods	25 – 50	25 – 50
– (<300 psi)		25 – 30	25 – 30
– (300 psi)		40	40
– Solid fiber boxes	– Used for specialized packaging needs such as dynamite packing and army ration boxes		
– Folder cartons	– Used to package a wide variety of foods, household products, cosmetics, pharmaceuticals, detergent, and hardware	100	40 – 80
– Industrial paperboard	– Used to create tubes, cores, cans, and drums	100	45 – 100
– Miscellaneous	– Includes “chipboard” pad backings, book covers, covered binders, mailing tubes, game boards, and puzzles	90 – 100	75 – 100
– Padded mailers	– Made from kraft paper that is usually brown but can be bleached white	5 – 15	5 – 15
– Carrierboard	– A type of folding carton designed for multipack beverage cartons	10 – 100	10 – 15
– Brown papers	– Used for bags and wrapping paper	5 – 40	5 – 20
Miscellaneous Paper Products			
– Tray liners	– Used to line food service trays. Often contain printed information	100	50 – 75

Park & Recreational Product Category (5)	Recovered Material Content
Park Benches and Picnic Tables	
– Plastic	90 – 100% (postconsumer) / 100% (total)
– Plastic Composites	50 – 100% (postconsumer) / 100% (total)
– Aluminum	25% (postconsumer)
– Concrete	15 – 40% (total)
– Steel (BOF Process)	16% (postconsumer) / 25 – 30% (total)
– Steel (EAF Process)	67% (postconsumer) / 100% (total)
Plastic Fencing	60 – 100% (postconsumer) / 90 – 100% (total)
Playground Equipment	
– Plastic	90 – 100% (postconsumer) / 100% (total)
– Plastic Composites	50 – 75% (postconsumer) / 95 – 100% (total)
– Steel (BOF Process)	16% (postconsumer) / 25 – 30% (total)
– Steel (EAF Process)	67% (postconsumer) / 100% (total)
– Aluminum	25% (postconsumer) / 25% (total)
Playground Surfaces	
– Plastic or Rubber	90 – 100% (postconsumer)
Running Tracks	
– Plastic or Rubber	90 – 100% (postconsumer)

Transportation Products Category (6)	Recovered Material Content
Channelizers <ul style="list-style-type: none"> – Plastic – Rubber (base only) 	25 – 95% (postconsumer) 100% (postconsumer)
Delineators <ul style="list-style-type: none"> – Plastic – Rubber (base only) – Steel (BOF Process) – Steel (EAF Process) 	25 – 90% (postconsumer) 100% (postconsumer) 16% (postconsumer) / 25 – 30% (total) 67% (postconsumer) / 100% (total)
Flexible Delineators	25 – 85% (postconsumer)
Parking Stops <ul style="list-style-type: none"> – Plastic and/or Rubber – Concrete Containing Coal Fly Ash – Concrete Containing Ground Granulated Blast Furnace Slag 	100% Generally, 20 – 30%, but could be up to 40%; 15% when used as a partial cement replacement as an admixture in concrete 25 – 70%
Traffic Barricades <ul style="list-style-type: none"> – Plastic (HDPE, LDPE, PET) – Steel (BOF Process) – Steel (EAF Process) – Fiberglass 	80 – 100% (postconsumer) / 100% (total) 16% (postconsumer) / 25 – 30% (total) 67% (postconsumer) / 100% (total) 100%
Traffic Cones <ul style="list-style-type: none"> – Plastic (PVC and LDPE) – Crumb Rubber 	50 – 100% 50 – 100%

Vehicular Products Category (3)	Recommendations
Engine Coolants	Reclaim engine coolants on site or contract for offsite reclamation services. Also, request reclaimed engine coolant when having vehicles serviced at commercial service centers and buy it when making direct purchases
Re-refined Lubricating Oils	Use 25% or more re-refined oil base stock for engine lubricating oils, hydraulic fluids, and gear oils
Retread Tires	Purchase retread tires or tire retreading services for vehicular (highway) tires to the maximum extent feasible

Miscellaneous Products Category (7)	Recovered Material Content
Awards and Plaques <ul style="list-style-type: none"> – Glass – Wood – Paper – Plastic and Plastic/Wood Composites 	75 – 100% (postconsumer) / 100% (total) 100% (total) 40 – 100% (postconsumer) 50 – 100% (postconsumer) / 95 – 100% (total)
Industrial Drums <ul style="list-style-type: none"> – Steel – Plastic (HDPE) – Fiber (paper) 	16% (postconsumer) / 25 – 30% (total) 30 – 100% (postconsumer) 100% (postconsumer)
Manual-Grade Strapping <ul style="list-style-type: none"> – Polyester – Polypropylene – Steel (BOF Process) – Steel (EAF Process) 	50 – 85% (postconsumer) 10 – 40% (total) 16% (postconsumer) / 25 – 30% (total) 67% (postconsumer) / 100% (total)
Mats <ul style="list-style-type: none"> – Rubber – Plastic – Rubber/Plastic Composite 	75 – 100% (postconsumer) / 85 – 100% (total) 10 – 100% (postconsumer) / 100% (total) 100% (postconsumer)
Pallets <ul style="list-style-type: none"> – Wood – Plastic – Thermoformed – Paperboard 	95 – 100% (postconsumer) 100% (postconsumer) 25 – 50% (postconsumer) 50% (postconsumer)
Signage <ul style="list-style-type: none"> – Plastic – Aluminum – Plastic Sign Post/Supports – Steel Sign Posts/Supports (BOF Process) – Steel Sign Post/Supports (EAF Process) 	80 – 100% (postconsumer) 25% (postconsumer) 80 – 100% (postconsumer) 16% (postconsumer) / 25 – 30% (total) 67% (postconsumer) / 100% (total)
Sorbents <ul style="list-style-type: none"> – Paper – Textiles – Plastics – Wood – Other Organics/Multimaterials 	90 – 100% (postconsumer) / 100% (total) 95 – 100% (postconsumer) 25 – 100% (total) 100% (total) 100% (total)

COMPREHENSIVE PROCUREMENT GUIDELINES (CPG) NOTIFICATION AND REQUEST FOR WAIVER FORM

This form must accompany all purchases. Request Originator will complete this form by checking the appropriate box(es) and attaching additional sheets as necessary. Please call the Environmental Program Branch Office at 867-8421 for additional assistance.

- ☐ My item(s) is **not required** by the CPG to contain recycled/recovered content. (Items which must contain recycled/recovered material can be found at <http://www.epa.gov/cpg>)
- ☐ My item(s) **contains** recovered materials as listed at <http://www.epa.gov/cpg>.

(List items here. Use extra sheets as necessary)

- ☐ My item(s) is **on the CPG list, but cannot be purchased** with the required recycled/recovered material content

because:
(List item here. Use extra sheets as necessary)

- ☐ Item is not available competitively from two or more sources.
- ☐ Item meeting EPA guidelines is only available at an unreasonable price (greater than 10 percent higher).
- ☐ Item meeting EPA guidelines does not meet quality/performance specifications.
- ☐ Item meeting EPA guidelines is not available within a reasonable time frame.

**WRITTEN JUSTIFICATION AND SUPPORTING DOCUMENTATION FOR NOT PROCURING
DESIGNATED ITEMS CONTAINING RECOVERED MATERIAL MUST BE ATTACHED.**

Request Originator Date

Contracting Officer Date

Environmental Manager Date